

CONFIDENTIAL

Chief, Management Staff

25 June 1957

Chief, Records Management Staff

Weekly Report - Week Ending 19 June 1957

1. Contributions

a. Tangible

- (1) Completed the Records Control Schedule for OCR.
Significant facts are:

(a) The value of filing equipment records to house their records is over \$600,000.00

(b) Only 1.5% of all OCR records have permanent value.

(c) OCR has in its possession over 25% of all Agency records at Headquarters.

(d) During the course of our survey, 2,565^{cu ft} of inactive records were transferred to the Records Center and over 300 cubic feet were destroyed.

(2) The Records Center received 272 cubic feet of inactive records, and eliminated 40 cubic feet.

(3) 5 new and revised forms were completed.

(4) Reviewed and approved one requisition for filing equipment.

b. Intangible

(1) Made arrangements with Supply Division, OL, to continue reviewing requisition for filing equipment.

(2) Explored use of Shelf Filing equipment in Supply Operations Branch, OL and determined that there would be no space saving or other advantages. in this particular instance; proposed the continuation of filing cabinets and suggested a new floor plan providing for centralized records operation.

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2. Assignments - (Active)

- a. Review of Records Control Schedule, Office of Personnel.
- b. Review of Filing Equipment, Suggestion Awards Staff.
- c. Completion of Records Control Schedule, Office of Comptroller, to provide for up-to-date statistics on records holdings.
- d. Use of Shelf Filing - Industrial Register.
- e. Use of Shelf Filing - Biographic Register
- f. Use of Shelf Filing - Office of Security.
- g. Installation of Filing System, OSI.
- h. Twenty-one new and revised forms in process.

3. Assignments - (Inactive)

- a. Review of Records Control Schedule, DDP
- b. Review of Vital Personnel Records.
- c. Records Disposition Survey, Commercial Staff.

4. News

- a. Twenty-one representatives from the Agency attended the Interagency Records Conference at the National Archives to hear Mr. John Bethmann, of the Ford Motor Company, Detroit, Michigan, speak on Records Management.
- b. 2 members from this Staff [redacted] and 9 others from elsewhere in the Agency completed the third Institute on Records Management, conducted by American University and the National Archives.

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RET/R/PMS [redacted] :fjm (25 Jun 57)